



# CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

---

## HEALTH PROGRAM SPECIALIST I

Schematic Code: KH10 Classification Code: 8338 Exam Code: 8H1CK

### Examination Type: Open Continuous

#### FINAL FILING DATES

Testing is considered continuous as dates can be set at any time. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for 12 months from the established list date.

Applications must be submitted by the filing dates indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date, will be held for the next administration of the exam.

#### Final Filing Dates:

January 31, 2019

April 17, 2019

July 17, 2019

October 17, 2019

January 17, 2020

#### SALARY

**\$5,465 - \$6,841 per month**

#### EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran

status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

## **WHO CAN APPLY**

Persons who meet the minimum qualifications as stated on this announcement may take this competitive examination.

## **MINIMUM QUALIFICATIONS**

### **Either One**

One year of experience in the California state service performing duties equivalent to Associate Health Program Adviser. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

### **Or Two**

Three years of progressively responsible experience in health program administration, at least one year of which shall have been with major responsibility for a significant program such as is normally found in a complex or departmentalized medical care delivery setting or health institution or organization. (Possession of a Doctoral Degree in Public Health, Health Administration, Health Planning, Public Administration, or a closely related health professional field may be substituted for up to one year of the required general experience.)

### **AND**

Possession of a Master's Degree in Public Health, Health Administration, Hospital Administration, Comprehensive Health Planning, Public Administration, or a closely related health professional field. (One year of additional specialized qualifying experience may be substituted for the required master's degree.)

The required degree must have been obtained from a recognized U.S. university or from a foreign university approved by the Bureau of Private Postsecondary and Vocational Education under the provision of California Education Code Chapter 3, Part 59, Division 10.

## **GENERAL QUALIFICATIONS**

All candidates for, appointees to, and employees in the state civil service shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health consistent with the ability to perform the assigned duties of the class.

## POSITION DESCRIPTION

### TYPICAL TASKS

Under direction, incumbents perform the more difficult and complex duties involved in the planning, implementing, monitoring and evaluating health program or projects. A Health Program Specialist I may have lead responsibility, serve as team leader on studies or projects or discrete program areas, and plan and perform staff work for health-related committees.

### HOW TO APPLY

To apply for this examination, please complete and return the following:

#### **STANDARD STATE APPLICATION (FORM 678)**

#### **COPY OF UNOFFICIAL/OFFICIAL COLLEGE TRANSCRIPTS**

Applications and any additional documents must be submitted via the U.S. Postal Service or hand delivered to the Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Submit ([California State Application STD 678](#)) and any additional documents to:

By Mail:

**DEPARTMENT OF PUBLIC HEALTH**

**Attn: Examination Services Unit**

**P.O. Box 997378 MS 1700-1702**

**Sacramento, CA 95899-7378**

Drop Off:

**DEPARTMENT OF PUBLIC HEALTH**

**Attn: Examination Services Unit**

**1615 Capitol Avenue**

**Sacramento, CA 95814**

DO NOT SUBMIT APPLICATIONS  
TO THE CALIFORNIA DEPARTMENT OF  
HUMAN RESOURCES (CalHR)  
THROUGH EMAIL, FAX, OR INTER-  
AGENCY MAIL

## CONTACT INFORMATION

All questions regarding this examination (including the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc.) may be directed to the contact information below:

**PHONE NUMBER: 916-558-1753**

## EXAMINATION INFORMATION

The examination will consist of a Qualification Assessment and is the sole component of the Health Program Specialist I examination. To obtain a position on the eligible list, a minimum score of 70% must be received. The Qualification Assessment is designed to elicit specific information regarding each candidate's education, training and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. **The Qualifications Assessment package will be emailed to the applicant in the form of a survey. Please monitor your email account's SPAM, Junk, Bulk, etc. Folder(s) as the examination email may be filtered depending on your specific account settings.**

The Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications must include "to" and "from" dates (month/day/year), time base, job titles and/or civil service class title(s), and range (if applicable) for all work experience. College course Information must include title, number of semester or quarter units, name of institution, completion dates, and degree. Applications received without this information will be rejected. Applicants must submit a copy of unofficial/official transcripts along with the application when using education to meet the entrance requirements for this examination.

**SCOPE OF EXAMINATION:** Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

### **Knowledge of:**

1. Budget process for development of budget change concepts and proposals.
2. Case management principles including assessments, planning, coordination, monitoring, resource development, and evaluation.
3. Contract development, including State policies and procedures for contract negotiation and compliance.
4. Data gathering applications and research methods to ensure accuracy and quality results.

5. Department administrative processes to effectively implement and oversee projects and Programs.
6. Grant administration processes including application, implementation and monitoring of various grants.
7. How the politically sensitive environment impacts the Department/Program in effectively responding to health related issues.
8. Legislative process to effectively act on the Department's behalf in assisting with the development of legislative concepts and bill proposals.
9. Public health principles to develop effective Programs, services, and strategic planning.
10. Software programs to complete reports, analyze data, conduct research and communicate with others.
11. Staff collaboration to work with internal and external stakeholders.
12. Technical skills and abilities for various purposes.
13. Techniques to effectively evaluate Program development and operations.
14. The strategic planning process to anticipate future needs and effectively develop and implement a course of action.
15. (To) develop and interpret statistical analyses of policies and Programs.

**Ability to:**

1. Be sensitive to the needs of diverse groups.
2. Communicate clearly and effectively, both orally and in writing, with various audiences.
3. Conceptualize innovative Program implementation strategies through research of best practices.
4. Develop and interpret regulations as they apply to Programs and internal and external stakeholders.
5. Develop assessment tools to monitor compliance with contracts or mandates.
6. Establish and maintain cooperative professional relationships with individuals and entities at local, State, and Federal levels.
7. Gather and analyze data to identify needs, evaluate Programs, and to provide solutions.
8. Identify problems and evaluate situations to determine appropriate solutions and determine a best course of action.
9. Read, analyze, and interpret complex documents and reports, such as legislation and regulations, research and evaluation studies, budgets and accounting documents, and grants and proposals, to extract and apply pertinent information.
10. Recognize community needs to identify appropriate course of action for development of effective public health interventions.
11. Skillfully prioritize tasks in a fast paced, regularly evolving work environment.
12. Work effectively in a politically sensitive environment.
13. Work effectively with external entities, including governmental agencies, service providers, advocates, consumers, and special interest groups.
14. Work professionally within the Department's code of conduct.

## ELIGIBLE LIST INFORMATION

Possession of the entrance requirement does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into a departmental open list established for use by the California Department of Public Health in order of final scores regardless of testing date. Eligibility expires **18** months after it is established unless the needs of the service and conditions of the list warrant a change in this period. All candidates meeting the minimum qualifications will be placed on the eligible list.

## VETERAN'S PREFERENCE

Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

## HOW TO APPLY FOR VETERANS' PREFERENCE

The [California State Jobs' website](http://www.jobs.ca.gov) ([www.jobs.ca.gov](http://www.jobs.ca.gov)) has information on how to apply for Veterans' Preference on their website and on the [Application for Veterans' Preference form \(CalHR 1093\)](https://jobs.ca.gov/PDF/SPB1093.pdf) (<https://jobs.ca.gov/PDF/SPB1093.pdf>). Additional information is also available at the [Department of Veterans Affairs website](http://www.cdva.ca.gov) (<http://www.cdva.ca.gov>).

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379

## **CONDCTIONS OF EMPLOYMENT (631)**

### **Examination Title: Health Program Specialist I**

Name: \_\_\_\_\_ (Print: first, middle initial, last)

#### **Final Filing Dates:**

**January 31, 2019**

**April 17, 2019**

**July 17, 2019**

**October 17, 2019**

**January 17, 2020**

If you are successful in your examination your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form. If you are unwilling to accept work or do not reply promptly to communications your name will be placed on the inactive list.

Locations in which you are willing to work:

Please check your choices - you will not be offered a job in locations not checked.

Alameda County (0100) \_\_\_\_\_

Contra Costa County (0700) \_\_\_\_\_

Sacramento (3400) \_\_\_\_\_

#### **TYPE OF EMPLOYMENT DESIRED:**

##### **ON A PERMANENT BASIS, I AM WILLING TO WORK:**

- ☐ Full Time
- ☐ Part Time (regular hours less than 40)
- ☐ Intermittent (on call)
- ☐ Limited Term

##### **ON A TEMPORARY BASIS, I AM WILLING TO WORK:**

- ☐ Full Time
- ☐ Part Time (regular hours less than 40)
- ☐ Intermittent (on call)
- ☐ Limited Term

It is your responsibility to notify the Department of Public Health, Examination Services Unit, of any changes in your address or availability for employment. All correspondence must include your name, examination title, and identification number.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_